

CHAPTER 1

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

1-1. Purpose. The purpose of the Tobyhanna Army Depot Safety Policy is to ensure that an effective and comprehensive Occupational Safety and Health Program is established and maintained at the depot. This regulation prescribes policies, procedures and responsibilities to protect and preserve Tobyhanna Army Depot personnel from injury and property losses.

1-2. References.

- a. Executive Order 12196.
- b. AR 385-10, The Army Safety Program.
- c. AMC Regulation 385-100, Safety Manual.
- c. 29 Code of Federal Regulations 1910, 1926, and 1960.

1-3. Policies.

a. Safety will be considered when planning and operating depot activities in order to protect employees against occupational injuries and illnesses and to protect Tobyhanna Army Depot and tenant activities against unnecessary property damage, liability and reduced efficiency.

b. Provide safe and healthful working conditions for Tobyhanna Army Depot employees and visitors.

c. Acquire, maintain, and require the use of protective clothing, equipment, and devices reasonably necessary to protect employees against injury and illness.

d. Ensure employees participate in the Occupational Safety and Health (OSH) Program through the following actions:

(1) Compliance with the standards, rules, regulations, and orders issued by the installation.

(2) Report unsafe and unhealthful working conditions and all injuries immediately to their supervisor.

(3) Participate in the activities provided for in the installation's OSH Program during duty hours.

1-4. Protection of Employee Rights. No employee will be

subject to restraint, interference, coercion, discrimination or reprisal as a result of his/her participation in the installation's OSH Program or for reporting unsafe or unhealthful working conditions.

1-5. Postings. Each work area shall have DD Form 2272, Department of Defense Safety and Occupational Health Protection Program, and DA 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions visibly posted and available in work areas. This poster (DD Form 2272) outlines employer and employee responsibilities and rights concerning the Department of Defense Safety and Occupational Health Protection Program.

1-6. Responsibilities.

a. The installation Safety Manager is responsible for establishing and maintaining an effective safety program in accordance with the above references.

b. Contractors will have available at the work site, a copy of their company's safety plan or job hazard analysis (JHA) for work being performed at TYAD before the start of work.

c. Directors, Division chiefs, chiefs of tenant activities, unit commanders, and all supervisors are responsible for safety within their area of operation to the same extent that they are responsible for production or services. They shall ensure that employees are aware of their rights and responsibilities under current occupational safety and health guidelines.

d. Supervisors will:

(1) Take the lead in identifying and dealing with potential hazards through the development of job safety analysis, current written safety operating procedures, employee orientations, and adequate physical facilities to eliminate or reduce hazards of operations.

(2) Be cognizant of the inter-relationships between different operations under their supervision to be sure that hazards are not transferred from one work station to another. This requires continuing review of all operating procedures and methods and can be accomplished by performing Job Hazard Analysis (JHA) on job processes. AMSEL-TY Form 180-R-E (see Appendix M), Job Hazard Analyses are to be completed for all hazardous work tasks.

(3) Ensure Quarterly Safety Inspections are completed and identified hazards are abated following the established

procedures. A Quarterly Safety Inspection Packet is available which contains the written procedures, a copy of the checklists (AMSEL-TY Forms 177-R-E and 178-R-E), and Hazard Identification Log (AMSEL-TY Form 179-R-E), needed for completing the required quarterly inspections. (see Appendix N)

(a) Supervisors and employees performing Quarterly Safety Inspections can use either the Office and Administration Safety Inspection Checklist (AMSEL-TY Form 178-R-E) or the Industrial Safety Inspection Checklist (AMSEL-TY Form 177-R-E), whichever is most appropriate for the worksite.

(b) All safety hazards and deficiencies identified during the inspection shall be documented on the Hazard Identification Log (AMSEL-TY Form 179-R-E).

(c) The Safety Inspection Checklist and Hazard Identification Log shall be forwarded to the Safety Office for review immediately following an inspection. A Safety Specialist will review, comment, and advise on the inspection then return the reports to the supervisor for implementation of corrective actions.

(d) A file shall be set up and available in the supervisor's office for the inspection reports. Audits of these inspections will be performed during monthly Maintenance Safety Committee inspection or by Safety personnel during their annual inspections. These records will be maintained for a period of no less than two years.

(4) Hold and document shop safety meetings bi-weekly (twice per month) with their employees. Documentation of these meetings will be maintained for a period of no less than two years.

(5) Thoroughly investigate and document employee complaints of known or suspected safety hazards. Promptly advise employees of planned corrective action(s) to eliminate the hazards. If an employee is dissatisfied with the corrective action(s) taken, advise the employee of his right to request that the condition be further investigated (see Reports of Unsafe or Unhealthful Working Conditions, Chapter 3).

(6) Ensure that all employees follow and uphold all safety rules, regulations, laws, and procedures and initiate appropriate disciplinary action against all violators.

e. Employees will:

(1) Participate in the development of local safety and

health regulations through suggestions and discussions at bi-weekly (twice per month) shop safety meetings and at organizational monthly Safety Committee Meetings.

(2) Serve as Safety Star Point Coordinators for Home Teams to coordinate and lead in addressing depot safety issues.

(3) Follow safety rules, acknowledge and assist in the efforts to correct hazards, and observe the following:

(a) Report hazards and unsafe conditions to supervisor.

(b) Report all injuries, no matter how slight, immediately to the supervisor.

(c) Keep work and break areas clean and orderly.

(d) Dress according to the conditions in which they work, to include wearing safety shoes, safety glasses or goggles, gloves or other required protective clothing.

(e) Refrain from participating in horseplay.

(f) Smoking is prohibited in any building on the depot. Smoking is allowed only in designated smoking areas and only during official breaks and lunch.

1-7. Occupational Safety and Health Committees.

(1) Mission and Public Works Directorates, DDTP, and LOGSA PSCC will establish and maintain an Occupational Safety and Health Committee which will meet monthly to address safety issues.

(2) Members of these committees may consist of supervisory and non-supervisory employees. Voluntary participation is encouraged. Other members of the committee will include a union and a Safety Office representative.

(3) Minutes of committee meetings will be forwarded to the Safety Office within 5 working days after the meeting.

1-8. Depot Occupational Safety and Health (OSH) Council. The OSH Council will make recommendations to the Commander and perform such additional safety and occupational health tasks as the Commander or the council may direct. Council members will aid in establishing the OSH Program and determine its adequacy, effectiveness and suggest methods for improvement.

(1) The Tobyhanna Army Depot Occupational Safety and Health Council Committee will meet quarterly.

(2) The depot Commander will chair the Council. The Safety Manager will serve as advisor to the Council. Other members of the OSH Council will include all directors, staff officers or managers, and heads of tenant activities. A representative of the AFGE Local 1647 will be a permanent member of the Council.

1-9. Work Site Inspections.

a. All work sites within the depot will be inspected at least quarterly. Supervisors will ensure their work sites are inspected following guidelines sent out by the Safety Office.

b. The purpose of work site inspection is to identify the existence of unsafe or unhealthful working conditions. Abatement for identified hazards should begin immediately. The Supervisor is responsible for initiating abatement.

c. Facilities and operations involving special hazards will be inspected at least annually by depot Occupational Safety and Health (OSH) Specialists. No prior notification of the inspection is required.

d. Employees are encouraged to notify an OSH Specialist of any suspected unsafe or unhealthful conditions.

e. The OSH Specialist will inform the supervisor, or individual in charge of the inspected work area, before beginning the inspection and also discuss the hazards identified during the inspection before leaving the area.

f. Occupational Safety and Health Deficiency Notice, AMSEL-TY Form 169 (see Appendix N), will be sent to the Director, Special Staff, Office Manager or Tenant Chief of the area responsible for correcting the hazards within 10 days of the inspection. The unit will respond to the Safety Office on the corrective actions taken or planned within 30 working days of receiving the notice.

g. Hazards will be risk assessed in terms of hazard severity and accident probability, then assigned a risk assessment code, RAC (see Table 1-1) to determine risk priorities. The supervisor shall post the AMSEL-TY Form 169, which identifies the RAC, at the location of the deficiency for 3 working days or until the violation is corrected.

h. If hazard abatement cannot be completed within 30 days,

the Safety and Health Specialist will include the hazard on the Hazard Abatement Log.

1-10. Imminent Danger Conditions.

a. Imminent danger refers to a condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious harm immediately, or before the danger can be eliminated through normal abatement procedures.

b. Imminent danger conditions will be corrected immediately. If immediate correction is not possible, the operation will be halted temporarily and/or personnel immediately removed from the area. In these cases, the depot commander, manager, and safety office will be promptly notified.

c. Any supervisor in the chain of command at or above the operation or activity where imminent danger conditions exist, or any depot Safety and Health Specialist may direct and issue guidance intended to correct the conditions. If immediate correction is not possible, the above may order the operation halted, temporarily. The Safety Office shall be notified immediately when an imminent danger condition is detected.

1-11. System Safety. System safety is the application of engineering and management principles, criteria, and techniques to optimize safety within the constraints of operational effectiveness, time, and cost throughout all phases of a system or facility life cycle.

a. The developing agency of equipment or facilities has the prime responsibility for the determination of its safety.

b. Tobyhanna Army Depot elements have responsibilities as follows:

(1) Safety Staff will:

(a) Assist, as requested, system safety analysis of programs involving the maintenance or rebuilding of materials.

(b) Furnish the proper development or acquisition agency information on design safety deficiencies found during maintenance, storage, renovation, modification, or demilitarization.

(c) Make a safety evaluation on construction projects such as new construction or modifications of existing facilities.

(d) Evaluate locally engineered and fabricated

equipment or facilities for system safety impact, as requested.

(e) Provide assistance in reviewing safety aspects of equipment before purchasing.

(2) Directors, Office Chiefs and Chiefs of Tenant activities, coordinators, project officer, modification work order (MWO) coordinators, and Value Engineering Program Managers, will:

(a) Furnish the Safety Office with copies of test plans and results, solicitation documents and other procurement type data, construction project data, and procedures for maintenance modification, rebuild, and disposal of materials, etc.

(b) Coordinate with the Safety Office to ensure that each program/project incorporates the maximum degree of safety consistent with operational requirements.

Table 1-1
RISK ASSESSMENT CODE MATRIX

HAZARD PROBABILITY					
HAZARD SEVERITY	A	B	C	D	E
I	1	1	2	3	5
II	1	2	3	4	5
III	2	3	4	5	5
IV	3	4	5	5	5

Priority Levels for Risk assessments:
1 or 2 - High; 3 or 4 Medium; 5 - Low

HAZARD SEVERITY

CATEGORY: I CATASTROPHIC

Death or permanent total disability, system loss, major property damage.

CATEGORY: II CRITICAL

Permanent partial disability or temporary total disability in excess of three months, major systems damage, significant property damage.

CATEGORY: III: MARGINAL

Minor injury, loss workday accident, or compensable injury or illness, minor systems damage, minor property damage.

CATEGORY: IV: NEGLIGIBLE

First aid or minor supportive medical treatment, minor systems impairment

ACCIDENT PROBABILITY

LEVEL A: FREQUENT

Likely to occur frequently in life of system, item, facility, etc. Continuously experienced.

LEVEL B: PROBABLE

Will occur several times in life of item.

LEVEL C: OCCASIONAL

Likely to occur sometime in life of item. Will occur several times.

LEVEL D: REMOTE

Unlikely but possible to occur in life of item. Unlikely, but can reasonably be expected to occur.

LEVEL E: IMPROBABLE

So unlikely it can be assumed occurrence may not be experienced.
Unlikely to occur but possible.

